

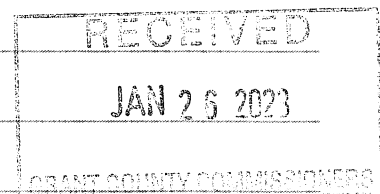
**Brittany E. Lutz**

**From:** noreply@civicplus.com  
**Sent:** Thursday, January 26, 2023 11:31 AM  
**To:** BOCC Consent  
**Subject:** Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

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## OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Darci Alamos
Dept/Committee	Renew/SUD
Date of Request	1/26/2023
Travel Type	Out of State Travel
Departure Date	6/25/2023 6:00 AM
Return Date	6/29/2023 10:00 PM
Funding Source	Both
Account Code	Field not completed.
Destination (City, County, State)	Houston, TX
Purpose of Travel	RISE 23 Methods - NADCP Training for Grant County Drug Court
Hotel - GSA Rate	\$122.00
Hotel - Nightly Rate	\$122.00
Cost Application	Government Rate
Rental Car Required	No
Hotel Total	\$488.00
Conference Fee	\$895.00
Daily M&IE at Destination	\$310.50



Rental Car Cost per day	0
Explanation for Rate (required if hotel cost is greater than per diem, or government rate)	May need to pay conference rate due to location and number of rooms available
Air Carrier	Delta
Cost of Flight	\$865.40
Total trip cost (Include all cost totals)	\$2,558.90
Preparer's Name	Tina Steinmetz
Preparer's Title	Accounting Technician
Preapproved by EO/DH?	Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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